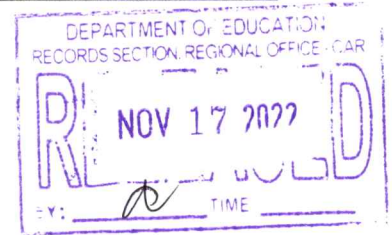




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region

**MEMORANDUM**



**TO :** Schools Division Superintendents  
 Chiefs of Divisions  
 All Others Concerned

**FROM :**  Digitally signed by  
 Carino Estela Leon  
**ESTELA P. LEON-CARINO EdD, CESO III**  
 Director IV/Regional Director

**SUBJECT :** NOTICE OF VACANT POSITIONS IN THE REGIONAL OFFICE

**DATE :** November 14, 2022

1. This is to inform all interested applicants of the vacant positions at the Policy, Planning and Research Division and Information and Communication Technology Unit, Office of the Regional Director, Regional Office:

VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
	Position Title/SG	Education	Experience	Training
<b>Chief Education Supervisor</b>	Master's degree in Education or other relevant Master's degree	4 years relevant experience involving management and supervision	24 hours of training in Management and Supervision	PBET; Teacher
	<b>Job Summary:</b> - To facilitate the development of the regional education planning framework and systems that will guide strategic and operational plans, policies, standards and guidelines as well as providing the basic education information for making decisions towards increased access to and delivery of quality basic education - To lead and manage the work of the team that will operationalize and monitor the implementation of planning frame and systems in the region			
<b>Computer Programmer II</b>	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility



Address: Wangal, La Trinidad, Benguet, 2601  
 Telephone No: (074) 422 - 1318 | Fax No.: (074) 422-4074  
 Website: [www.depedcar.ph](http://www.depedcar.ph) | Email Address: [car@deped.gov.ph](mailto:car@deped.gov.ph)

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 "Holistic Opportunities for all to be Performing and Excellent Cordilleran Learners"

VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
	Position Title/SG	Education	Experience	Training
	<b>Job Summary:</b> - To assist the IT Officer by creating, designing and interpreting ICT solutions to enhance the delivery of education services and government functions - To rewrite, debug, maintain and test new systems as appropriate			

2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI), are highly encouraged to apply. Submit the following documents in one copy on or before ***November 24, 2022***:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at **www.csc.gov.ph**;
2. Three (3) recent Performance ratings, if applicable;
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
5. Certificates of trainings/seminars attended;
6. Service Records
7. Other pertinent documents based on Regional Memorandum No. 178, s. 2020.
8. For walk-in applicants: Electronic-copy of requirements in a flash drive.

**Applications with incomplete documents regarding the above qualifications shall not be entertained.**

3. Qualified applicants are advised to upload their applications and documents to the online job application system thru **http://www.depedcar.ph/jobs/online-application**, or hand in/send through courier their application to:

**ESTELA P. LEON-CARIÑO EdD, CESO III**

Director IV/Regional Director  
 DepED-CAR Regional Office  
 Wangal, La Trinidad, Benguet



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4. The schedule of assessment activities shall be as follows:

Date/Time/Venue	Activity	HRMPSB Members and Secretariat
December 1-2, 2022 From 9:00 AM onwards (ARD's Office)	Assessment of Documents of the Chief Education Supervisor, Computer Programmer II and Administrative Aide VI applicants	ARD Florante E. Vergara; Sasha Joseph L. Daganos, Maksim A. Botilas, Eleonora A. Albidas; Clemente D. Bandao/Nover Keithley
December 14, 2022 From 8:30 AM Onwards	Written Examination and Interview of Applicants for the Chief Education Supervisor, Computer Programmer II and Administrative Aide VI	S. Mente, Cornelia D. Adaci-Dulnuan, Purita D. de los Santos/Jeremy Kermit B. Padilla, Elena C. Tawanna; Dumas D. Aban
December 19, 2022	Submission of Comparative Assessment Result (CAR) to the Head of Office	HRMPSB/Secretariat

5. For information and dissemination.

ADMIN/ELC/EAA/DDA



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